

# Builder Process: New Service on Existing Property



## PROJECT INITIATION

1. **Member** applies for additional account number, and pays any deposits owed. You will need to request an account for the new structure you wish to build.



## DEVELOPMENT PLANNING

2. **Cobb EMC** conducts site visit, if needed. We will either visit the site directly, or coordinate together if you need to be present for this walk through. We will also discuss lighting at this time if needed, and answer any questions you may have.
3. **Member** provides building plans.
4. **Cobb EMC** designs the project.
5. **Member** reviews design. The engineer will also provide a cost estimate at this time.
6. **Member** pays build invoice. This invoice must be paid before build out can begin.
7. **Member** signs all agreements required. All required agreements must be signed before build out can begin.
8. **Member** requests all applicable inspections. Please note that the county may have lead time before getting to your project, so we recommend applying for this as soon as possible.



## PERMANENT SERVICE ESTABLISHMENT

9. **Member** installs the permanent meter base when the build nears completion. Before Cobb EMC can energize it, it must be inspected and approved by the county.
10. **Member** submits permanent service request.
11. **Cobb EMC** connects permanent service. Please note that the schedule is subject to change based on weather and potential emergency situations.

